

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duty of which is acting as Fire Chief in the Chief's absence. The Assistant Fire Chief oversees the care and maintenance of all fire department equipment and property, provides final approval for scheduling of personnel, and maintains department inventory of supplies. Employees of this class also assist in the preparation of the departmental operating budget and participate in the public education program of the department. The Assistant Fire Chief works with a high degree of independence in the performance of assigned duties, discussing work assignments with, and having work performance reviewed by, the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department in the absence of the Fire Chief. Recommends management policies, goals, and objectives for the department. Conducts inspections of various divisions of the department, evaluates the effectiveness of these divisions, and takes appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the city improve ISO ratings.

Assists in the preparation of the departmental operating budget by compiling and organizing data needed. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget.

Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools and civic groups.

Provides for the care of fire fighting apparatus and equipment, vehicles, and property. Arranges for repairs and maintenance when required. Manages the testing of equipment to assure that it meets applicable standards. Writes specifications for new fire department equipment. Meets with sales representatives to review products. Maintains inventory and orders and disburses supplies and equipment. Purchases equipment and supplies.

Manages subordinate fire department personnel. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Oversees and evaluates the work performance of subordinates. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems.

Supervises subordinate employees at the scene of a fire or other emergency and directs emergency scene activities, including rescue, forcible entry, ventilation, fire extinguishment, salvage, overhaul, safety precautions, and providing emergency medical attention. Maintains fire ground communications.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction; provides for the security of the fire scene to prevent damage or removal of evidence. Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of District Fire Chief immediately preceding the closing date for application to the board.

Effective January 1, 2017, prior to the closing date for application to the board, must possess certification as Fire Officer III.

The above certification must be accredited by the National Board on Fire Service Professional Qualifications(Pro Board) or the International Fire Service Accreditation Congress(IFSAC).

In the event that an employee feels he or she was not given a fair opportunity to achieve his or her promotional requirements, he or she must appeal to the board within 15 days after the rejection of his or her promotional application.

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